



Request for Letters of Interest- Statement of Qualifications

For Professional Engineering Services

Related to:

Model Farm Road Bridge over Tributary to Richland Creek STIP Project Number B-5358 Structure 400428

October 6, 2011

**City of High Point
PUBLIC SERVICES DEPARTMENT
Richard D. McMillan, P.E.
Public Services Assistant Director
P. O. Box 230
High Point, North Carolina 27261**



REQUEST FOR LETTERS OF INTEREST/STATEMENT OF QUALIFICATIONS MODEL FARM ROAD BRIDGE (STIP Project # B-5358 - Structure 400428)

INTRODUCTION

The City of High Point is seeking a qualified engineering firm to provide comprehensive municipal engineering services for the above referenced project. The prime consulting firm and all subconsultants shall be pre-qualified by the North Carolina Department of Transportation (NCDOT) for all services to be provided. Services will include, but not limited to, preliminary engineering, hydraulic design, geotechnical investigations and foundation recommendations, location and surveys, erosion control plans, roadway design, structure design, preparation of permit applications, preparation of planning document, preparation of construction contract proposal and estimates, and utility conflict/relocation plans. The plans for the work listed above shall be prepared in an electronic format. All electronic files shall be in a MicroStation format using Geopak software. All work listed above shall be in accordance with NCDOT and FHWA requirements.

The method of payment for this work shall be **LUMP SUM** per project assignment or task.

Any firm wishing to be considered must be properly registered with the Office of the Secretary of State and with the North Carolina Board of Registration for Professional Engineers and Land Surveyors. Any firm proposing to use corporate subsidiaries or subcontractors must include a statement that these companies are properly registered with the NC Board of Registration for Professional Engineers and Land Surveyors. The Engineers performing the work and in responsible charge of the work must be registered Professional Engineers in the State of North Carolina and must have a good ethical and professional standing. It will be the responsibility of the selected private firm to verify the registration of any corporate subsidiary or subcontractor prior to submitting a Letter of Interest. The firm must have the financial ability to undertake the work and assume the liability. The selected firm will be required to furnish proof of Professional Liability insurance coverage in the minimum amount of \$1,000,000. The firm must have an adequate accounting system to identify costs chargeable to the project.

SMALL PROFESSIONAL SERVICE FIRM (SPSF) PARTICIPATION

The NCDOT encourages the use of Small Professional Services Firms (SPSF). Small businesses determined to be eligible for participation in the SPSF program are those meeting size standards defined by Small Business Administration (SBA) regulations, 13 CFR Part 121 in Sector 54 under the North American Industrial Classification System (NAICS). The SPSF program is a race, ethnicity, and gender neutral program designed to increase the availability of contracting opportunities for small businesses on federal, state or locally funded contracts. SPSF participation is not contingent upon the funding source.

The prime consulting firm shall submit a listing of all known SPSF firms that will participate in the performance of the identified work when submitting their Letter of Interest. The participation of SPSF firms shall be submitted on NCDOT's Subconsultant Form RS-2. Both the Prime Consultant Form RS-2 and the Subconsultant Form RS-2 are available at the following link (enter RS-2 in the search box):

<https://apps.dot.state.nc.us/quickfind/forms/Default.aspx>.

The SPSF must be qualified by NCDOT to perform the work for which they are listed.

Real-time information about firms doing business with NCDOT and firms that are SPSF certified through the Contractual Services Unit of NCDOT are available at the following link:

<https://partner.ncdot.gov/vendorsdirectory/default.html>

The listing of an individual firm in the NCDOT's directory shall not be construed as an endorsement of the firm.

PREQUALIFICATION

NCDOT maintains a file on each qualified firm that has expressed an interest in providing professional services. Included in the file is a company brochure, a list of personnel and their qualifications, the firm's present activities, and financial qualifications as well as a sample of recently completed work.

If your firm and/or any subconsultants have not submitted or updated this information as of July 1, 2010, please submit the updated information to NCDOT prior to, or along with your Letter of Interest. Information and web links pertaining to the Online Prequalification System are available at the following link:

<http://www.ncdot.org/business/ocs/download/Instruction.pdf>

If your firm and all subconsultants have already submitted or updated this data as of July 1, 2010, please make mention of this in a Cover Letter at the time you submit the Letter of Interest.

Specific Disadvantaged Business Enterprises (DBE) goals have not been established for this project. However, the City of High Point and the NCDOT are committed to providing opportunities for DBE. The NCDOT has an annual goal of 13.4 % participation for DBE on federally funded projects. In addition, NCDOT has annual goals of 8.1% participation for Minority Business Enterprises (MBE) and 8.0% participation for Women's Business Enterprises (WBE) on State funded projects. It is requested that interested firms consider utilizing DBEs on this project and list any to be used on this project.

Firms, sub consultants, and sub firms shall not discriminate on the basis of race, religion, color, national origin, age, disability or sex in the performance of this contract. ***In addition, with submitted proposals, the City of High Point request that firms provide a profile of their company. This submittal does not count toward the 15 page limit, may be in chart format, and is for informational purposes only.***

EVALUATION

All qualified firms who submit responsive Letters of Interest will be considered. The evaluation of these firms will be based on the following considerations:

- 1) The firm's overall experience, knowledge, and familiarity with type of work; and
- 2) The experience of proposed staff to perform specific work required, including any subconsultants.

Priority consideration will be given to firms that maintain an office in North Carolina and staffed with an adequate number of employees deemed by NCDOT and City to be capable of performing a majority of the work required.

Priority consideration will be given to a firm with proposed SPFS participation, if after reviewing qualifications, all else is equal.

FORMAT FOR SUBMISSION OF A LETTER OF INTEREST/STATEMENT OF QUALIFICATIONS

All Letters of Interest/Statement of Qualifications should be limited to **fifteen (15) pages** including the cover sheet, and shall be on 8 1/2" x 11" paper, single spaced and one-sided. The minimum font size shall be no smaller than 11 pt. In order to reduce costs and to facilitate recycling; binders, dividers, tabs, etc. are prohibited. One staple in the upper left-hand corner is preferred. Letters of Interest containing more than fifteen pages will not be considered. Nine (9) copies of the Letter of Interest shall be submitted.

Section I - Cover/Introductory Letter

The Introductory Letter should be addressed to Richard D. McMillan, P.E., Public Services Assistant Director. The letter should be no more than two (2) pages and should contain the following information:

- Expression of firm's interest in executing the work;
- Statement of whether firm is NCDOT registered or if submitting with Letter of Interest;
- Date of most recent qualification;
- Statement of any possible conflicts of interest; and
- Summation of information contained within the letter of interest.

Section II - Evaluation Factors

This section is limited to five (5) pages and should contain information regarding evaluation and other factors listed in the advertisement such as:

- Identify project personnel/subconsultants qualifications and experience;
- Understanding of project (site and structure conditions, traffic and safety concerns, etc.) :
- Unique qualifications of key team members: and
- Identity type and location and similar work performed with last three (3) years.

Section III - Supportive Information

This section is limited to eight (8) pages and should contain the following information:

- Capacity Chart/Graph (available work force);
- Organizational chart indicating personnel to be assigned by discipline;
- Resumes of key personnel;

- Names, classifications, and location(s) of the firms' North Carolina personnel and resources to be assigned to the work; and
- Other relevant information.

APPENDICES - CONSULTANT CERTIFICATION "FORM RS-2"

This section is limited to the number of pages required to provide the requested information and should be submitted with the Proposal. Both the Prime Consultant Form RS-2 and the Subconsultant Form RS-2 are available at the following link: (enter RS-2 in the search box)

<https://apps.dot.state.nc.us/quickfind/forms/Default.aspx>.

Complete required Form RS-2 for the following:

- Prime Consultant firm (Prime Form RS-2 Rev 1/14/08)
- Any and all subconsultant firms to be or anticipated to be utilized by prime firm (Subconsultant Form RS-2 Rev 1/15/08)

In the event there is no subconsultant, it is required that this be indicated on the Subconsultant Form RS-2 by entering the word "None" or the number "ZERO" and signing the form.

SUBMITTALS

Private firms are invited to submit letters of interest for providing the requested planning and engineering services to the City by **2:00 P.M. on Friday, November 4, 2011**. Letters of interest submitted after this deadline will not be considered. Nine (9) copies of a firm's Letter of Interest are required when submitting. Firms submitting fewer copies will not be considered.

Firms submitting Letters of Interest are encouraged to carefully check them for conformance to the requirements stated above. If Letters of Interest do not meet these requirements, or if they are delivered to any address other than shown below, they will be disqualified. No exception will be granted.

Mailing address:

Richard D. McMillan, P.E.
Public Services Assistant Director
City of High Point
P O Box 230
High Point, NC 27261

Delivery address:

Richard D. McMillan, P.E.
Public Services Assistant Director
City of High Point
211 South Hamilton Street, Suite 206
High Point, NC 27260

All questions concerning this request for Letters of Interest or the scope of this work should be directed to Richard D. McMillan, P.E. at (336) 883-3215 or email at richard.mcmillan@highpointnc.gov. Notification will be provided to all firms that submitted Letters of Interest of the City's final selection. Thank you for your interest in performing work for the City of High Point.

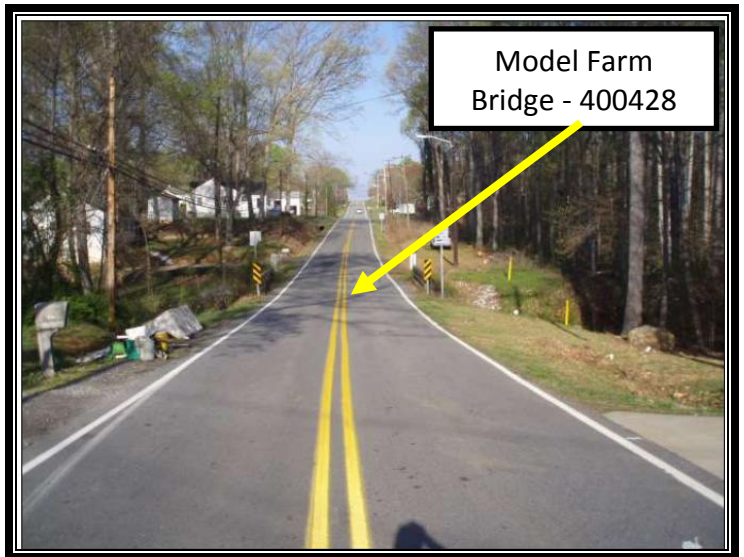
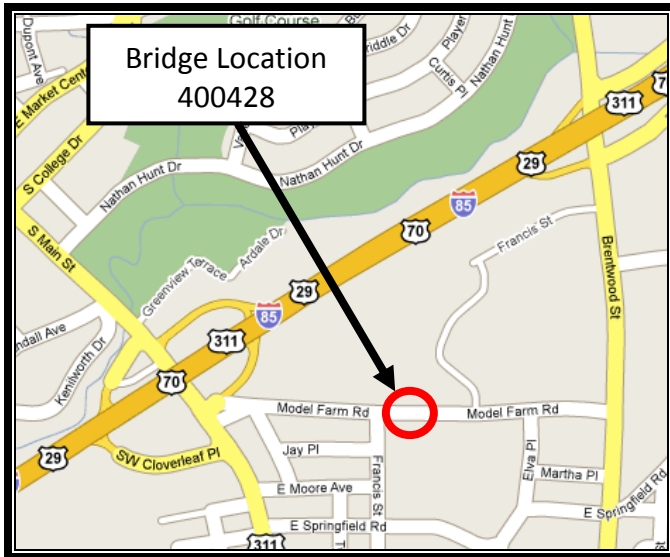
Attachment:

- Location Map & Photos of Bridge

October 6, 2011



Location Map & Photos:



Model Farm Bridge - South Elevation